



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CHIEF PILOT</b> <b>OPTIONS: A. CONSERVATION &amp; NATURAL RESOURCES (DCNR)</b> <b>B. TRANSPORTATION (NDOT)</b>	<b>41</b>	<b>C</b>	<b>9.354</b>
<b>PILOT II</b> <b>OPTIONS: A. DCNR (FORESTRY AND WILDLIFE)</b> <b>B. NDOT</b>	<b>39</b>	<b>C</b>	<b>9.356</b>
<b>PILOT I</b> <b>OPTIONS: A. DCNR (FORESTRY)</b> <b>B. DCNR (WILDLIFE)</b>	<b>37</b>	<b>C</b>	<b>9.355</b>

### SERIES CONCEPT

Pilots fly missions and aircraft which vary with the department to which the position is assigned. Pilots must maintain current certification to fly agency aircraft which may include jets, turboprop multi-engine airplanes, rotorcraft or other equipment owned or leased by the department.

Perform pre-flight and post-flight activities which include scheduling routes; monitoring weather conditions; calculating load and fuel requirements; performing routine pilot inspections to ensure the aircraft is in airworthy condition; fueling and preheating aircraft as necessary; securing aircraft in hangar, or covering and tying down aircraft after completion of flight.

Maintain operation and component records for agency aircraft by recording date and hours of operation and when change of components occurred.

Perform airframe and powerplant inspection of the airplanes and/or helicopters at specified intervals and perform preventive maintenance, routine repairs, and field repairs as a result of problems detected during inspections or in response to problems that occurred while the aircraft was in operation. Examples of inspection/maintenance activities are: changing the oil in the engine and gear boxes; lubricating of the aircraft; inspecting electrical systems; replacing cylinders; balancing the helicopter's main rotor blades; removing, repacking, and reinstalling the main drive shaft; removing and replacing the helicopter's main landing gear; spark plug replacement; engine timing adjustment; aileron, rudder and elevator calibration; trim tab adjustment; landing gear retraction tests, etc.

Review and maintain files of information regarding Federal Aviation Administration (FAA) regulations, aeronautical charts, factory and vendor service bulletins, airworthiness directives, and agency operating procedures in order to remain current and implement existing and new rules, regulations and techniques affecting the operation and maintenance of aircraft.

Pilot jet, piston and turbine aircraft which may include helicopters and single engine and multi-engine fixed wing aircraft for inter-agency and agency operations.

Instruct aviation classes for interagency aviation personnel which includes preparing lesson plans and instructional aids.

Participate in training and recertification activities as needed to maintain current ratings required to pilot assigned aircraft.

Perform related duties as assigned.

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## CLASS CONCEPTS

### Chief Pilot:

**Both Options:** Under general direction, Chief Pilots plan, coordinate, and manage flight operations and perform and/or supervise the performance of duties described in the series concept.

Schedule flights by coordinating agency and departmental functions and requests from outside agencies with the availability of aircraft and flight personnel; communicate with agency staff regarding changes and conflicts; prepare and submit flight charges for billing.

Conduct training for flight personnel in aircraft operation and maintenance; schedule training at flight and ground schools and maintenance seminars; periodically evaluate pilot proficiency; instruct pilots in techniques specific to agency flight requirements.

Schedule, control and/or perform maintenance and repair of agency aircraft to ensure equipment is maintained in accordance with FAA regulations; maintain records of aircraft components; maintain inventory of commonly and currently needed components required for the repair of aircraft.

Prepare and monitor the air operations budget utilizing operation and component records to estimate future operating costs; evaluate, locate sources, and recommend purchase of new aircraft and equipment; arrange and monitor contractual services such as maintenance, building rental, aircraft rental, and contract pilots.

Supervise air service and/or flight personnel including hiring, training, assigning and scheduling work, and evaluating performance.

### Pilot II:

**Option A - DCNR:** Positions in this option perform the full range of duties described in the series concept and are trained and qualified to pilot agency aircraft including rotorcraft and multi-engine fixed wing aircraft. Flying duties may be performed in any of the aircraft utilized by the department in conducting fire suppression and wildlife survey activities. Such activities require flying for extended periods at high and/or low altitudes, over mountainous and variable terrain, and with obscured visibility resulting from fires and weather conditions.

Conduct fire reconnaissance missions and air attack flights including: reporting fires; evaluating fire conditions; ordering ground crews and equipment and coordinating air attacks pending the arrival of an incident commander; monitoring and reporting fire conditions; assisting the incident commander in directing air operations; and transporting personnel, cargo and equipment to various locations within and outside the State.

Conduct wildlife survey missions including: animal herding; gathering biological data related to the number, gender and general health of game and non-game wildlife; fish planting; gathering environmental data including stream and creek surveys; crop spraying; and transporting personnel, cargo and equipment to various locations within and outside the State.

**Option B - NDOT:** Positions in this option perform the full range of duties described in the series concept and are assigned to the Department of Transportation. Incumbents pilot multi-engine jet and turboprop aircraft at both high and low altitudes and in congested airspace such as in the Las Vegas area.

Plan, schedule and conduct aerial photography missions at high and low altitudes using integrated camera and modern navigational systems; oversee loading and mounting of gyroscopically stabilized camera equipment.

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## CLASS CONCEPTS (cont'd)

### Pilot II (cont'd)

Transport passengers including the Governor, elected officials, department staff and administrators, and others to various locations within and outside the State; conduct flights in adverse weather conditions requiring instrument flight rules (IFR) in accordance with established safety requirements and regulations.

### Pilot I:

**Option A - DCNR (FORESTRY):** Positions in this option conduct fire reconnaissance missions and air attack flights including: reporting fires; evaluating fire conditions; ordering ground crews and equipment and coordinating air attacks pending the arrival of an incident commander; monitoring and reporting fire conditions; assisting the incident commander in directing air operations; and transporting personnel, cargo and equipment to various locations within and outside the State.

**Option B - DCNR (WILDLIFE):** Positions in this option conduct wildlife survey missions including: animal herding; gathering biological data related to the number, gender and general health of game and non-game wildlife; fish planting; gathering environmental data including stream and creek surveys; crop spraying; and transporting personnel, cargo and equipment to various locations within and outside the State.

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## MINIMUM QUALIFICATIONS

### **SPECIAL NOTES AND REQUIREMENTS FOR ALL POSITIONS IN THIS SERIES:**

- \* Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must first submit to a pre-employment screening test for controlled substances.
- \* A valid second class medical certificate issued by an authorized FAA medical examiner.

### **CHIEF PILOT**

#### **OPTION A – DCNR**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education, and 5,000 hours logged, pilot-in-command flight time, with a minimum of 1,000 hours in multi-engine aircraft and 1,000 hours in rotorcraft; and one year of experience which includes responsibility for assisting in the supervision of flight operations. Of the hours required: 200 hours must be in multi-engine low level flight; 200 hours must be in rotorcraft low level flight; and at least 100 hours multi-engine low level flight and 100 hours of low level rotorcraft flight time must have been logged within the last 12 months. (*See Special Notes and Requirements*)

#### *Certification Requirements:*

- \* A valid commercial pilot certificate with rotorcraft and fixed-wing multi-engine land rating, including instrument rating, rating for jet helicopter, and certification for sling load Part 133 operations issued by the FAA.
- \* Airframe and power plant certificate and inspector authorization.

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## MINIMUM QUALIFICATIONS (cont'd)

### CHIEF PILOT (cont'd)

#### OPTION A – DCNR (cont'd)

##### *Certification Requirements:* ( cont'd)

- \* In order to serve the needs of the agency, additional certification may be required and will be designated at the time of recruitment.

##### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Thorough knowledge of:** maintenance and repair of agency aircraft; design, components, system and performance limitations, and maintenance needs of the aircraft utilized; operating policies and practices. **General knowledge of:** principles and practices of management and supervision. **Ability to:** plan, organize and manage agency flight operations; communicate orally and in writing in order to prepare and deliver reports and recommendations regarding operational activities; evaluate pilot proficiency and provide training in specialized flight techniques; perform, oversee, and exercise sound judgment in aircraft inspection and maintenance activities; direct fire suppression, wildlife surveys and other air operation activities; *and all knowledge, skills and abilities required of the Pilot II – Option A: DCNR (Forestry and Wildlife).*

##### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** State and agency administrative rules and regulations; principles and practices of management and supervision. **Ability to:** establish schedules and work priorities and train and supervise staff; plan, prepare and monitor air operations and maintenance budgets; evaluate aircraft and equipment in relation to the needs of the agency.

#### OPTION B - NDOT

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education, 6,000 hours logged pilot-in-command flight time in single and multi-engine land planes, of which 200 hours must have been in actual or simulated instrument conditions, 300 must have been flown in the last 12 months, and 2,500 hours must have been as pilot-in-command in multi-engine aircraft. Of those 2,500 hours, 1,000 hours must have been as pilot-in-command in fixed wing multi-engine turbojet aircraft including 200 hours as pilot-in-command in Cessna 500 series turbojet aircraft and 500 hours must have been as pilot-in-command in fixed wing multi-engine turboprop aircraft. *(See Special Notes and Requirements)*

##### *Certification requirements:*

- \* A valid Multi-Engine Airline Transport Pilot's Certificate.
- \* Incumbents must successfully complete high altitude physiological training and initial or recurrent flight simulator training for agency aircraft within 6 months of appointment. Continued recurrent flight simulator training is required as a condition of employment.
- \* In order to serve the needs of the agency, additional certification may be required and will be designated at the time of recruitment.

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## MINIMUM QUALIFICATIONS (cont'd)

### CHIEF PILOT (cont'd)

#### OPTION B – NDOT (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Thorough knowledge of:** all pertinent instructions, policies and regulations of the FAA; meteorology, air traffic rules, navigation and radio communications; maintenance and repair of agency aircraft; design, components, system and performance limitations, and maintenance needs of the aircraft utilized; operating policies and practices. **General knowledge of:** principles and practices of management and supervision. **Ability to:** fly multi-engine turboprop and jet aircraft at high and low altitudes, in congested airspace, on instruments, and in mountainous terrain; interact and communicate effectively with passengers including high-ranking public officials and agency administrators; plan, organize and manage agency flight operations; communicate orally and in writing in order to prepare and deliver reports and recommendations regarding operational activities; evaluate pilot proficiency and provide training in specialized flight techniques; perform, oversee, and exercise sound judgment in aircraft inspection and maintenance activities; *and all knowledge, skills and abilities required of the Pilot II-Option B: NDOT.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** agency policies and procedures related to flight operations; principles of supervision and training. **Ability to:** supervise and evaluate the performance of subordinate pilots and support staff; schedule flights and determine appropriate priority of trip requests; schedule and oversee the maintenance of assigned aircraft.

### PILOT II

#### OPTION A - DCNR (FORESTRY AND WILDLIFE)

EDUCATION AND EXPERIENCE: Graduation from high school, or equivalent education, and 3,500 hours total combined logged, pilot-in-command flight time in fixed-wing multi-engine aircraft and rotorcraft with a minimum of 2,000 hours in rotorcraft. Of the hours required, 250 hours must be in multi-engine low level and/or rotorcraft flight time logged within the last 12 months (*See Special Notes and Requirements*).

*Certification Requirements:*

- \* A valid commercial pilot certificate with rotorcraft and fixed wing single engine land rating, including instrument rating issued by the FAA.
- \* Airframe and power plant certification may be required.
- \* Incumbents may be required to acquire United States Forest Service lead plane certification within twelve months of the date of appointment.
- \* In order to serve the needs of the agency, additional certification may be required and will be designated at the time of recruitment.

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## MINIMUM QUALIFICATIONS (cont'd)

### PILOT II (cont't)

#### OPTION A - DCNR (FORESTRY AND WILDLIFE) (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Thorough knowledge of:** FAA rules, regulations and operating procedures governing flight operations and aircraft maintenance; air traffic control rules and procedures; flight theory as applicable to single engine, multi-engine fixed wing, and rotorcraft; design, components, system and performance limitations and maintenance requirements of the aircraft utilized by the department. **Working knowledge of:** the principles of loading and weight distribution and the effect on aircraft operation. **Ability to:** exercise good judgment in all flying conditions; prepare and maintain required logs and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** agency policies and procedures; United States Forest Service and Bureau of Land Management policies and procedures related to fire suppression and air operations; flight characteristics of air tankers, sufficient to safely lead fire retardant drops. **General knowledge of:** forest fire behavior. **Ability to:** perform inspections, maintenance and repair of agency aircraft; acquire air attack certification; readily recognize conditions which are hazardous to aircraft operations or ground crew; effectively monitor radio communication from multiple sources, including air traffic control, incident commander, and fire fighting units. **Skill in:** the use of aircraft tools required for maintenance; flying as lead pilot for fire retardant drops.

#### OPTION B - NDOT

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and 4,500 hours logged pilot-in-command flight time in single or multi-engine land planes of which 200 hours must have been in actual or simulated instrument conditions, 300 must have been flown the last 12 months, and 1,500 hours must have been as pilot-in-command in multi-engine aircraft. Of those 1,500 hours, 250 hours must have been as pilot-in-command in fixed wing multi-engine turbojet aircraft including 100 hours as pilot-in-command in Cessna 500 series aircraft; or 250 hours as pilot-in-command in fixed wing multi-engine turboprop aircraft. (*See Special Notes and Requirements*)

*Certification requirements:*

- \* A valid Multi-Engine Airline Transport Pilot's Certificate.
- \* Incumbents must successfully complete high altitude physiological training and initial or recurrent flight simulator training for agency aircraft within 6 months of appointment. Continued recurrent flight simulator training is required as a condition of employment.
- \* In order to serve the needs of the agency, additional certification may be required and will be designated at the time of recruitment.

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## MINIMUM QUALIFICATIONS (cont'd)

### PILOT II (cont'd)

#### OPTION B – NDOT (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** professional transport piloting; policies, regulations and requirements of the FAA as related to transporting passengers and flying in congested airspace; fuel requirements and load calculations; principles of loading and weight distribution and resulting effect on aircraft operation; meteorology, air traffic rules, and radio communications; aircraft systems including hydraulic, anti-ice and de-ice gear, environmental pressurization, fuel, engine, propeller, fire protection, electrical, oxygen, avionics, flight management, autopilot, primary and secondary control, on-board passenger comfort, anti-skid and power brake, warning annunciator, thrust reverser and other systems. **Ability to:** fly agency aircraft at high and low altitudes, in mountainous terrain and on instruments; pilot passenger transport and aerial photography missions to various locations within and outside the State; interact and communicate effectively with passengers who may include elected and appointed officials, agency administrators and others.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** agency policies and procedures related to flight operations; special FAA policies, procedures and regulations related to department air operations; air navigation, aircraft operation and maintenance procedures for aircraft components and systems; aircraft performance limitations and weight and balance for the aircraft utilized; aerial photogrammetry in high performance multi-engine turboprop aircraft, at high and low altitude, at low airspeeds, over mountainous terrain and/or in congested airspace.

### PILOT I

#### BOTH OPTIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, and 2,500 hours total combined logged, pilot-in-command flight time, with a minimum of 1,000 hours in fixed-wing aircraft and 1,000 hours in rotorcraft. Of the hours required: 200 hours must be in fixed-wing low level flight; 200 hours must be in rotorcraft low level flight; and a minimum of 100 hours of fixed-wing and/or 100 hours of rotorcraft flight time must have been logged within the last 12 months. *(See Special Notes and Requirements)*

*Certification Requirements:*

- \* A valid commercial pilot certificate with rotorcraft and fixed-wing single engine land rating, including instrument rating issued by the FAA; **OR**
- \* A valid commercial pilot certificate with airplane multi-engine land rating, including instrument rating, issued by the FAA. A rotorcraft rating may be required for some positions.
- \* Airframe and power plant certification may be required.
- \* In order to serve the needs of the agency, additional certification may be required and will be designated at the time of recruitment.

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## MINIMUM QUALIFICATIONS (cont'd)

### PILOT I (cont'd)

#### BOTH OPTIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**BOTH OPTIONS: Thorough knowledge of:** FAA rules, regulations and operating procedures governing flight operations and aircraft maintenance; air traffic control rules and procedures flight theory as applicable to single engine/multi-engine fixed wing and rotary wing aircraft. **Working knowledge of:** the design, components, system and performance limitations and maintenance requirements of various types of aircraft; principles of loading and weight distribution and the effect on aircraft operation. **Ability to:** exercise good judgment in all flying conditions; prepare and maintain required logs and reports; establish and maintain cooperative working relationships with others. **Skill in:** operating aircraft in potentially hazardous conditions such as low levels, fires, mountainous terrain, and adverse weather conditions; flight planning, navigation, meteorology, map reading, radio communications, and instrument flying.

**OPTION A - DCNR (FORESTRY): Working knowledge of:** United States Forest Service and Bureau of Land Management policies and procedures related to fire suppression and air operations; flight characteristics of air tankers sufficient to safely lead fire retardant drops. **General knowledge of:** forest fire behavior. **Ability to:** acquire air attack certification; readily recognize conditions which are hazardous to aircraft operations or ground crews; effectively monitor radio communication from multiple sources such as air traffic control, incident commander and various firefighting units; fly as lead pilot for fire retardant drops.

**OPTION B - DCNR (WILDLIFE): Working knowledge of:** wildlife species including big game, upland game, waterfowl and non-game animals; application of herbicides from the air. **Ability to:** conduct wildlife surveys in mountainous areas in a variety of weather conditions; sling materials and equipment to remote locations; spray herbicides while operating a helicopter and external spray equipment for vegetation control; fly low-elevation flights in mountainous terrain for purposes of animal capture.

#### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**OPTION A - DCNR (FORESTRY): Working knowledge of:** agency policies and procedures; United States Forest Service and Bureau of Land Management policies and procedures related to fire suppression and air operations; flight characteristics of air tankers, sufficient to safely lead fire retardant drops. **General knowledge of:** forest fire behavior. **Ability to:** perform inspections, maintenance and repair of agency aircraft; acquire air attack certification; readily recognize conditions which are hazardous to aircraft operations or ground crew; effectively monitor radio communication from multiple sources, including air traffic control, incident commander, and fire fighting units. **Skill in:** the use of aircraft tools required for maintenance; flying as lead pilot for fire retardant drops.

**OPTION B - DCNR (WILDLIFE): Working knowledge of:** agency policies and procedures related to flight operations; tools and equipment used in aircraft maintenance; flying techniques specific to conducting biological and environmental surveys of wildlife and habitat; animal herding and fish planting techniques. **Ability to:** transport biologists, game wardens, agency administrators and others to various locations within and outside the State; fly low altitude game survey missions over mountainous and variable terrain; respond quickly and appropriately to changing weather conditions and the behavior of animals being surveyed. **Skill in:** the use of aircraft tools required for maintenance.



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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	7/1/75	8/18/97UC	7/1/75
REVISED:	12/19/85-12		4/24/79-3
REVISED:	12/9/88-3		12/19/85-12
REVISED:	7/6/90PC		12/9/88-3
REVISED:	7/1/91P		7/6/90PC
	11/29/90PC		
REVISED:	2/15/91-3		7/1/91P
			11/29/90PC
REVISED:			2/15/91-3
REVISED:			5/24/91-3
REVISED:			8/23/91-3
REVISED:	11/15/91PC		11/15/91PC
REVISED:	8/18/97UC		8/18/97UC
REVISED:	2/2/98R	2/2/98R	2/2/98R
	10/8/99UC	10/8/99UC	10/8/99UC